

COLUMBUS COUNTY JOBLINK CAREER CENTER CLASSES

(910) 642-7141, ext. 261

Make your career POP! An abundance of opportunities exist out there, if you know how to find them. Get away from the lonely task of job-hunting. Join in a job seeking class where there is support and encouragement. Improve your opportunities in today's job market or advance your current career.

The classes listed below are fee waived for individuals who are unemployed, underemployed or dislocated workers. Pre-registration is required before the first day of class. To pre-register, call (910) 642-7141, extension 261, or visit the Columbus County JobLink Career Center in A-Building at Southeastern Community College.

Keys 2 Job Success

****Fee Waived**

Are you looking for a job but not sure where to begin? Enroll in the employability lab to help boost your job search skills. Come anytime during scheduled hours and receive help from an expert. Begin or improve your résumé, search the Internet for job openings, apply on-line, or polish your computer skills. Stay as long as you like.

M, W: 7:30a-6p; T: 7:30a-8p

5/16-8/8

SCC, A128

L. Phillips

Th: 7:30a-5:30p

CRC/KeyTrain On-line

****Fee Waived**

Show employers concrete proof of your workplace skills with a NC Career Readiness Certificate (CRC). And prepare for it on-line, 24/7, using any computer with high-speed internet access. Enroll in this open-entry class anytime and work at your own pace. When you're ready, take the assessments to earn your CRC. On-campus computer lab times are also available for personal assistance or if you need computer access.

Phone Sandra Mullins at 642-7141, ext. 351 for details.

5/16 - 8/8

S. Mullins

Job Search from Start to Finish

****Fee Waived**

Focus on how to "sell" your abilities, skills and interests. Discover your "hidden" abilities by determining the jobs best suited for you. Gain new skills to improve your job search, use the Internet to search for job openings, apply on-line, or prepare a résumé. Learn how to present yourself to employers!

T 1-3p 5/17-8/2 SCC, A201 P. Walker

Job Networking

****Fee Waived**

Looking for employment in this tough job market? Join the club. Meet once a week with a small group of enthusiastic job seekers to share leads, critique résumés, network ideas, and support each other until "You're Hired!"

W 2-4p 5/18-8/3 SCC, A201 P. Walker

Successful Job Hunting 101

****Fee Waived**

Enroll in this class to improve job seeking and keeping skills, develop a résumé, learn how to complete job applications, prepare for interviews, and work on your Career Readiness Certificate (CRC).

M-Th 9a-1p 6/6-6/9 SCC, HHS133 S. Mullins

M-Th 6-9p 6/27-6/30 SCC, HHS142 S. Mullins

M-Th 9a-1p 7/18-7/21 SCC, HHS141 S. Mullins

Discover On-the-Job Training (OJT)

****Fee Waived**

Learn how to gain job skills through the WIA On-the-Job Training (OJT) Program. You will receive assistance in determining WIA eligibility, improve job seeking and keeping skills, complete a résumé and job applications, prepare for interviews, and work on your Career Readiness Certificate (CRC). Upon successful completion of this course, participants may be referred to employers for OJT skills training.

M-Th 8a-1p 5/23-5/26 SCC, HHS139 P. Walker

M-Th 6-9p 6/13-6/22 SCC, HHS129 P. Walker

M-Th 8a-1p 7/11-7/14 SCC, HHS139 P. Walker

M-Th 8a-1p 8/1-8/4 SCC, HHS139 P. Walker

Social Media and E-Mail for Job Seekers

****Fee Waived**

New technology and the economy have changed the job search. Learn to use social media to network for jobs,

plan your job search, contact employers, and use tips and resources to prepare job search documents. Possible websites: Facebook, MySpace, Twitter, LinkedIn, YouTube, and Classmates. Also, create and use professional E-mail accounts, blogging, and address books.

M	1-4p	5/23-8/8	SCC, T126	L. Hilburn
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Allied Health Career Readiness

****Fee Waived**

This course provides valuable experience for those planning to apply to allied health careers. The class emphasizes the importance of math, reading, and critical thinking skills in safe medical practice.

T, Th	5-8p	5/24-7/28	SCC, HHS139	Staff
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Exploring Computers for Job Seekers

****Fee Waived**

Need to update your computer skills for job seeking? Join this class of excited new computer users. You will learn basic computer terms, Internet usage, and e-mail. Look up jobs, complete on-line applications and prepare a resume.

T, W	1-4p	5/24-6/28	SCC, T126	L. Hilburn
M	9a-1p	6/6-8/8	W'ville Dream Center	M. Baldwin
T, Th	9a-1p	6/7-7/5	Tabor C. Fam. Cham.	M. Baldwin
T, Th	6-9p	6/14-7/26	Bogue Comm. Center	J. Register
M, W	6-9p	6/20-8/3	CSA, Delco	J. Register
M, W	8-11a	6/20-8/3	SCC, CART108	K. Moore

Exploring Keyboarding for Job Seekers

****Fee Waived**

You will learn or improve basic keyboarding skills. Emphasis will be placed on the touch system and correct techniques while improving speed and accuracy. Good keyboarding skills are necessary for many jobs. No previous computer experience is required.

T, Th	9a-12p	5/31-7/12	SCC, T124	G. Cable
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Healthcare Academy

****Fee Waived**

Healthcare careers - is one of them right for you? Learn about career options (there's more than nursing!), skills and training needed, salary expectations, education requirements, and financial strategies to pay for them. Hear from healthcare professionals who love what they do. Leave with a career pathway mapped out.

M-Th	8a-12p	6/13-6/28	SCC, HHS139	P. Walker
M-Th	8a-12p	7/18-8/2	SCC, HHS135	P. Walker

Exploring Computers for Job Seekers II

****Fee Waived**

Do you need to improve your computer skills while looking for work? This course uses word processing, databases and spreadsheets to enhance your job search skills. *This is not an introductory course - some computer experience required.*

T, W	1-4p	6/29-8/3	SCC, T126	L. Hilburn
T, Th	9a-1p	7/7-8/4	Tabor C. Fam. Cham.	M. Baldwin

Encore Careers

****Fee Waived**

Experience works! Make your experience and skills pay off by taking advantage of career exploration, job search assistance, networking, and resume prep for mature workers. This course is targeted to adults aged 50+ who are seeking new career paths.

M-Th	8a-12p	7/5-7/13	SCC, HHS141	P. Walker
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Weekend Exploring Computers for Job Seekers

****Fee Waived**

Do you need to gain basic computer skills but don't have time for a weekday class? In two weekends, increase your knowledge of computers. You will be introduced to the computer, computer terms, the Internet, and e-mail. Class will meet for two weekends as follows: Fri., 6-9 p.m., Sat., 9 a.m.-4:00 p.m., with an hour for lunch, and Sun., 2-5 pm.

F, Sa, Su	see above	7/15-7/24	SCC, T126	G. Cable
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Other occupational extension courses:

Weatherization

\$175.00 + \$1.25 insurance

Learn skills necessary to perform weather proofing for buildings. Topics include insulation, heating and cooling, windows, doors and other energy efficiency related items. Also, safe work practices, OSHA regulations, weatherization testing, inspection and measurement, and technical monitoring will be covered. Upon completion, you will be able to work in entry-level positions as a crew member, energy auditor, or diagnostic technician.

M, T, F 6-9p 5/23-8/8 SCC, M103 T. Bass

HVAC- Heating and Air Conditioning

\$120.00 + \$1.25 insurance

Learn troubleshooting and servicing of air conditioning/heating systems. You will perform in-shop, hands-on diagnosis, repair, and proper cleaning techniques of cooling/heating systems. Learn safety, tools, electricity, and controls. Upon completion, you may work toward industry-recognized certifications.

M, W 6:30-9:30p 5/23-7/25 SCC, M131A R. Harper
M-Th 8-11a 6/13-7/11 SCC, M131A R. Morris

Introduction to Residential and Commercial Wiring

\$175.00 + \$1.25 insurance

Have you always had an interest in electricity and how it works? Learn the origins of electricity and how it is conducted. Basic wiring for residential and commercial structures and the tools required will be introduced. A module on Alternative Energy and Solar Power Generation will be included.

W, F 9:00-2:30 (30 min. lunch) 5/25-7/29 SCC, B104 L. Gilman

Masonry

\$120 + \$1.25 insurance

Learn to block, brick tile, concrete, etc., in the construction trades. This course will cover basic knowledge, training, and practical hands-on experience for employment in the bricklaying industry.

T, W 6-9p 6/14-8/3 SCC, M131B N. Troy

Bank Teller/Customer Service Training

\$120.00

Ever thought of a banking career? Learn skills to prepare for a career as a bank teller or customer service representative. Topics include balancing operations, handling cash, customer relations, banking operations, professionalism, and security procedures. Also, learn how to maintain long-term relationships with customers and market services. Upon successful completion, you are assured a job interview and may apply for a national industry certification.

T, W, Th 6-9p 6/14-7/19 SCC, HHS141 Y. Gold
T, W, Th 9a-12p 6/28-8/2 SCC, HHS115 Y. Gold

Medication Aide Exam Preparation for Skilled Nursing Facilities

\$65

In this class you will prepare to take the Medication Administration Exam administered by the NC Board of Nursing. Students learn policies and procedures for administering medications in a variety of forms. The Medication Aide for Skilled Nursing Facilities and Nursing Assistant I certifications enable the individual to work in a skilled nursing facility.

T, Th 6-9p 6/21-7/14 SCC, HHS142 J. Robinson